ACCEPTABLE RECORD FORMATS

Definition of Terms
Compression: the process of reducing the size of a digital file by removing redundant information

Encryption: the conversion of data to make it unreadable without the use of a special process or key

Record Formats

1. The following records are not approved for transfer to the Archives:

- Encrypted records
- Password protected records
- Records protected by other security settings

2. The following record formats are approved for transfer to the Archives:

Image Formats
Digital images created using lossless compression methods are preferred.
- GIF - Graphics Interchange Format
- JBIG - Joint Bi-level Image Experts Group (70+ dpi)
- JPEG - Joint Photographic Experts Group (70+ dpi)
- JP2 - Joint Photographic Experts Group 2000 (70+ dpi)
- PDF - Portable Document Format (current version pus 3 preceding versions)
- PDF/A - Portable Document Format Archival
- PNG - Portable Network Graphics
- SVG - Scalable Vector Graphics
- TIFF - Tagged Image File Format (300+ dpi; versions 4.0, 5.0, and 6.0)

Word Processing Formats
- DOC - Microsoft Word documents (current version plus 2 preceding)
- RTF - Rich Text Format
- TXT - Plain text

Spreadsheet Formats
- CSV - Comma Separated Values
- XLS - Microsoft Excel (current version plus 2 preceding; delimited files preferred)

Database Formats
- CSV - Comma Separated Values
- MDB - Microsoft Access (current version plus 2 preceding; delimited files preferred)

- XML – Extensible Markup Language

Any other file formats will not be accepted. The Georgia Archives will periodically update the list of acceptable formats.

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Approval Date